

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing tasks required to manage office functions and by handling clerical and minor administrative duties. The Secretary to the Fire Chief acts as a receptionist to visitors to the Chief's office, maintains a record system for the Fire Chief, and types records and reports. The employee of this class performs routine duties independently, under the general supervision of the Fire Chief. The Secretary to the Fire Chief reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Places telephone calls for the Fire Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following departmental procedures. Keeps records of the schedules and notifies the Chief of appointments, meetings, or other scheduled events.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Composes business letters and writes reports. Prepares news releases or any other type of official departmental statement for publication.

Sets up a filing system and revises the system when necessary. Processes and files correspondence, cards, forms, records, or reports according to department procedures for routine records maintenance. Maintains an archive of materials for future use or reference by departmental personnel. Maintains accounting records for assigned divisions of the department and a roster of departmental personnel. Enters and retrieves information or documents maintained in the department's computer system and hard copy files. Operates a computer terminal, copying machine, facsimile, and other office machines and equipment.

Reads incoming materials and sorts according to subject matter. Processes outgoing mail and interdepartmental correspondence. Acts as receptionist for any visitors to the Fire Chief's office, screening visitors and directing them to appropriate individuals or offices. Answers questions and handles routine requests by visitors to the office. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Performs public relations duties such as answering telephone inquiries about the operation of the department or emergency services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type forty-five (45) words per minute.

MUST MEET AT LEAST ONE OF THE FOLLOWING THREE REQUIREMENTS:

EITHER

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing application.

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.